

## Administrator Recommendation Michigan Merit Examination Standard Setting Committee

**Directions for Candidate:** Please type or write your name and the school district in which you are employed in the space below and provide this form to an administrator in the district where you are employed.

**Dear Administrator:**

The candidate named below is applying for the opportunity to establish the performance standards for the Michigan Merit Examination (MME). The Michigan Department of Education, during the process of developing the MME, asks Michigan educators and community members to identify the minimum performance necessary to achieve a score of: Exceeded Michigan Standards, Met Michigan Standards, and Performed at the Basic Level on Michigan Standards for the MME.

Please answer the questions below related to the candidate's qualifications to do this work and send this form to the address at the bottom of the page. Your comments will not be shared with the candidate, so please feel free to comment honestly on the candidate's qualifications.

Candidate Name: \_\_\_\_\_ District or School: \_\_\_\_\_

Have you seen this candidate work in groups or on committees?

☐ Yes ☐ No

Does this candidate express ideas clearly?

☐ Yes, most of the time ☐ Yes, some of the time ☐ Occasionally

Does this candidate listen to the opinions of others and work collaboratively?

☐ Yes, most of the time ☐ Yes, some of the time ☐ Occasionally

Does this candidate's behavior facilitate the effectiveness of groups or committees?

☐ Yes, most of the time ☐ Yes, some of the time ☐ Occasionally

Place any additional comments regarding this candidate's qualifications to do this work in the space below.

I recommend that this candidate be considered for the Michigan Merit Examination Standard Setting Committee and understand the time commitments for committee members.

Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator Name: \_\_\_\_\_

Position: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Return this form by July 17, 2006 to:

Dr. Joseph Martineau  
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P.O. Box 30008  
Lansing, MI 48909-0008

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